

Event Proposal Template

Event Name:

Event Date & Time:

Event Location:

Organized By:

Primary Contact Name & Email:

Event Overview

Objectives

- _____
- _____
- _____

Target Audience

Estimated Attendance

Event Activities / Program

Marketing & Promotion Plan

Benefits for Sponsors

- _____
- _____
- _____

Sponsorship Packages

Budget Overview

Additional Information
